

Dear Parents/Guardians

Hello my name is Ms. Chen and I will be teaching your son/daughter this semester.

I have extremely high expectations of all students. I am asking for your help to maintain those expectations by checking with your son/daughter periodically to make sure that his/her work is being done. Due to the volume of students in our classroom, I will do my best to contact you as issues and concerns arise. My main form of communication is through email. **I will provide progress reports every 2 weeks, but in order for me to send this I will need your email address.**

Classroom Expectations:

- ✧ Respect yourself and others/Respect the environment/ Respect learning (KPS code of conduct)
- ✧ Missing or late assignments will not be accepted two weeks after the due date unless:
 1. The assignments have been completed during scheduled office hours (Tues, Thurs 2:40 – 4 pm).
 2. Prior arrangement and clarification for the absence have been discussed with the teacher
- ✧ The science department values academic integrity as a result cheating or plagiarism may result in a zero.
- ✧ Missed quizzes and tests must be written within 2 weeks of the original date on Thursday after school in room C210.
- ✧ **NO electronic devices** (exception calculators) can be used during class time!
- ✧ There is no food or gum allowed in class, you can bring water but it must be in an eco-friendly container (no cans, plastic bottles or cups).
- ✧ All students will work safely in the classroom and LAB at all times! People acting in dangerous manners or who do not listen to instructions will be prohibited from participating in labs.

Consequences for violation of these expectations are as follows:

1. Student-teacher conference
2. Student-teacher conference and/or detention
3. Student reflection sheet and parental contact
4. Parental contact
5. Referral to administration

- ✧ **Due to labour dispute all after school arrangements will occur during lunch time on the scheduled days until further notice**

Please do not hesitate to contact me at **chen_sherry@sd36.bc.ca** if you have any questions or concerns during the semester. We also have a class website **www.s-chen.wikispaces.com** where you will be able to find information on course content and our class schedule.

Thank you,
Sherry Chen

Feel free to tear or cut off the bottom section, so that you can keep the email for future references.

Parent Contact Information

Student's Name: _____ Course: _____

Parent Name: _____ Parent's Signature: _____

Home number: _____ Cell number: _____

Email: _____ 2nd Email (optional): _____